



BUSINESS SITUATIONS

First meeting

Lesson code: DFIL-T7NA-IHC2 **ELEMENTARY**

Warm-up

Introduce yourself to the person next to you.

Student A: Hi, I'm

Student B: Nice to meet you. Student A: Nice to meet you, too.

Welcome to our company!

Complete the conversation.

lice to meet you, too.		this is
	What's your name?	

Where are you from? Who are you with?

Mark: Hello, My name is Mark Schultz. I'm James Percy, from Microsoft. James: Mark: Nice to meet you James. And welcome to our company! James: Thank you. Mark: I'm from the United States. And you? James: I'm from Berlin. _____ Mark: I'm with my boss, Mr Gray. He isn't here at the moment. He's in the conference room. James: Maria. She is our marketing manager. Mark: Nice to meet you, Maria. James: Maria:

Match the questions with the answers:

- 1. How do you do?
- a. Pleased to meet you.
- 2. Are you here on business?
- b. Yes, I am. / No, I'm not. I'm Mr Sanders.
- 3. Excuse me, are you Mr Fox?
- c. Yes, I am. / No, I'm on holiday.



3 Verb 'be'

Complete the table and the conversation below.

affirmative forms	negative forms	questions
I am (I'm) You are (2) He/she/it is (3)	I am not (I'm not) You are not (You aren't) He/she/it is not (^4)	Am I? Is he/she/it?
Short answers Yes, I am. / No,		

A:	Excuse me, Mr Fox?
B:	No, I'm [name] from [company].
A:	I'm [name] from [company]. How do you do?
B:	Pleased to meet you.
A:	Welcome to our company!
B:	Thank you.
A:	Where from?
B:	from [country or city]. And you?
A:	from [country or city]. Who here with?
B:	I'm with my boss. He here at the moment. He's in the conference room.
B:	[name], this [name]. [name] is our [job title].
A:	Nice to meet you, [name].
C:	Nice to meet you, too.

Practise the conversation. Use your real names, positions and countries or cities.

4 Online review

Use Expemo if you want to remember all the words from this lesson.

Go to www.linguahouse.com/learning-english, enter Lesson code:

QWERTYUIOPASDFGHJKLZXCVBNM1234567890-, and click 'Start My Review'.

